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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 29 July 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 29, 22 - 28 July 1958.

1. JOT'S Complete Typing Course. The JOT'S enrolled in Typing Techniques Review in Clerical Refresher Training class terminated this study on Friday, 25 July. Through attentiveness and serious application, everyone of them improved, in varying degrees, his techniques at the typewriter. These JOTS developed speed and accuracy--their speeds ranged from 37 to 55 words a minute. The results were gratifying not only to the students but also to the instructor.

40 wpm  
is Agency  
standard.

2. Use of Cleared Space for Clerical Induction Training Classes. Because of the large number of trainees in CIT, it was necessary to arrange for the use of a classroom on 5th floor (cleared area) at 1016 16th Street for three classes for uncleared personnel. Approval was secured from the Office of Security and the instructor has taken the responsibility for bringing a group of 20 trainees from 4th to 5th floor for classes each day. This same plan was used during the summer of 1957.

3. Clerical Training "Progress Scale." A "progress scale," designed by A&E, is being put into use in Clerical Induction Training as an aid in determining which trainees are unlikely to achieve Agency standards in typewriting and shorthand. The use of this scale is being discussed in an OTR/OP meeting this week. A discussion of the merit of this measuring device will be forwarded in a separate memorandum.

4. Numbers in Clerical Induction Training. During the week of 22 July 1958 there were 146 people in Clerical Induction Training. Of those, 66 entered for the first time.

5. Numbers in Clerical Orientation Training. During the week of 22 July 1958 there were 18 people in Clerical Orientation.

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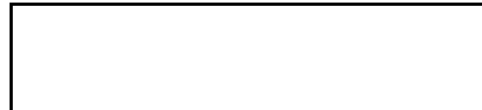
6. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	34	3
Typewriting	41	17

7. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees for the week of 22 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	5	0
Typewriting	14	3

8. Clerical Refresher Training Program 80 Completed on 25 July 1958. Clerical Refresher Training 80 ended on 25 July 1958 with students enrolled from the following Agency components: DDP, 8; DDS, 10; DDI, 4. The total number of students was 22. The August running of CRT was cancelled so that the instructors from that staff might be available to assist with the teaching load in CIT during that section's peak load period. CRT will be resumed on 15 September 1958.



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